



Open Recruitment – REVISED March 30, 2006

AIR QUALITY PERMIT TECHNICIAN I

**\$49,970 - \$60,739 Approx. Annual Salary
Plus \$1,199.98 Monthly Allowance for Health Insurance
District-paid 2% @ 55 CalPERS Retirement Plan**

OPEN: March 20, 2006

CLOSE: April 17, 2006

The Bay Area Air Quality Management District is currently recruiting for the position of Air Quality Permit Technician I in the Permit Systems Section of the Engineering Division. There is currently one (1) vacancy. This is a full-time represented position.

Under general direction, this position performs specialized technical work in the standard evaluation, processing and issuance of air quality permits of ministerial sources; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Reviews and verifies technical information for all permit applications and annual updates; screens and verifies data entry for quality assurance.**
- **Provides procedural and technical information regarding permit processing for specific emission sources; explains District regulations and fees; may make presentations at meetings and provide on-site training.**
- **Updates and retrieves data and prepares reports using personal computer.**
- Processes and evaluates ministerial permit applications and other documents in accordance with established procedures and in compliance with regulations; advises and assists industry representatives in completing permit application packages.
- Analyzes and evaluates ministerial permits; calculates permit fees, documents permit conditions and applicable regulations; conducts preliminary toxic risk screen; recommends approval or denial of permits for ministerial sources.
- Composes technical reports, correspondence, and violation referrals; disseminates rules and regulation for air quality control program.
- Visits source sites to evaluate facility and equipment for compliance with permit conditions.
- Assists in the preparation and analysis of research data related to permit programs; performs research projects of limited scope and complexity.
- Assists in special engineering projects as needed.

MINIMUM QUALIFICATIONS

Equivalent to an Associate Degree in engineering, mathematics, physical sciences, or closely related field and one year of administrative support experience in engineering or environmental programs.

OTHER REQUIREMENTS

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District.

(Additional information on reverse-side – Also visit www.baaqmd.gov)

HOW TO APPLY

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Monday, April 17, 2006**. For an application packet, visit our website at www.baaqmd.gov or contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection may be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 80%.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or less bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

SALARY AND BENEFITS

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE